

# Job Title: TECHNICAL MANAGER VII - BUREAU CHIEF FREIGHT RAIL MANAGEMENT - IPR#46570

**Agency:** Department of Transportation

**Closing Date/Time:** 05/18/2023

**Salary:** \$7,165 - \$11,660 MONTHLY

**Job Type:** Salaried Full Time

**County:** Cook

**Number of Vacancies:** 1

**Plan/BU:** Non-Union

**\*This position is covered by the Revolving Door Prohibition policy.**

\*\*\*\*\***A RESUME IS REQUIRED FOR THIS JOB POSTING**\*\*\*\*\*

Please attach a **DETAILED Resume/Curriculum Vitae (CV)** to the **MY DOCUMENTS** section of your application. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

**All applicants who want to be considered for IDOT positions MUST apply electronically through the [illinois.jobs2web.com](http://illinois.jobs2web.com) website.**

**Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

## Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Bureau Chief Freight Rail Management.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## Job Responsibilities

This position is accountable for managing the state's Chicago Region Environmental and Transportation Efficiency (CREATE) and freight rail programs and working to assure continuation or creation of freight rail services required by the public.

Value of freight rail program managed annually:	\$7.2 million
Value of CREATE program managed:	\$3 billion
Potential rail companies impacted:	75

This position reports to the Deputy Director of Railroads. Reporting to this position are the Section Chief of Freight Rail - Downstate Illinois and the Section Chief Freight Rail Northeastern Illinois.

The incumbent represents the department in railroad matters with the public, private corporations, legislators, other state agencies, and public/industry committees and working groups. S/He is responsible for maintaining a productive working relationship with federal and state administrative agencies, railroad companies, and industry organizations to ensure that the state's rail service interests and needs are satisfied. At the direction of the Secretary of Transportation, the incumbent testifies on behalf of the department as an expert witness in legal proceedings and legislative hearings. The incumbent and his/her staff are responsible for preparing issue papers on railroad issues such as proposed mergers and discontinuation of services as requested.

A major challenge of this position is to anticipate requirements for state rail freight service in an environment in which the actions of private companies and federal agencies are continually changing, determine the interests and involvement of the state and the department, design solutions to serve these needs through state action if necessary and at minimal cost to the public, and to help implement these solutions through execution of public/private agreements. To achieve these results, the incumbent addresses issues of national and state railroad policy and personally reviews major contracts and becomes involved in resolving major issues.

### **(Job Responsibilities continued)**

The incumbent plans, organizes, directs, and coordinates activities in the Bureau of Freight Rail Management. S/He is responsible for anticipating and evaluating state requirements for railroad service; directing and reviewing preparation of information for regulatory, legal, and administrative proceedings; and negotiating and monitoring contracts for funding of rail operating services and capital improvements consistent with state needs and interests. The incumbent is responsible for negotiating grant agreements with the Federal Railroad Administration; managing consulting agreements; and approving budgets, spending, and engineering specifications. This position has broad and substantial responsibility to actively manage the performance and development of all employees of the Bureau of Freight Rail Management. This involves scheduling needed training, coaching, and counseling; performing reviews; hiring employees; and managing disciplinary actions as required by department policy.

The incumbent accomplishes accountabilities through the following staff:

Section Chief of Freight Rail – Downstate Illinois, who identifies, plans, develops, and negotiates cooperative public/private sector solutions to specific Illinois rail problems in the downstate Illinois area.

Section Chief Freight Rail - Northeastern Illinois, who identifies, plans, develops, and negotiates cooperative public/private sector solutions to specific Illinois rail problems in the northeastern Illinois area.

Although the incumbent has broad latitude in the execution of his/her duties, s/he is expected to coordinate fully with other offices of the department when concerns and responsibilities overlap. The incumbent works within the broad guidelines of the department and in accordance with the direction provided by the Deputy Director of Railroads and Director of the Office of Intermodal Project Implementation. His/her actions are also guided by legislative and regulatory constraints mandated by the federal and state governments.

The incumbent maintains constructive and effective relationships with various offices within the department including parts of the Office of Highways Project Implementation, Office of Chief Counsel, Office of Communications, and Office of Finance and Administration. S/He has external contacts with CREATE partners including United States Department of Transportation officials, city of Chicago officials, railroad representatives, consultants, local agencies, state and federal legislators, the press, and the public for the purposes of accomplishing the responsibilities of the position. This position requires occasional statewide travel with overnight stays.

### **(Job Responsibilities continued)**

The effectiveness of this position can be measured by the success of the incumbent in meeting rail service requirements of the state while prudently applying public and private funds. Effectiveness is further measured by the success in maintaining effective and mutually satisfactory working relationships with other offices of the department and external stakeholders of the CREATE program to continue forward movement of projects. The

effectiveness of this position can also be measured by the ability of the incumbent to effectively develop of his/her staff as evidenced by a high level of employee achievement and satisfaction.

## **Principal Accountabilities**

1. Manages the Illinois CREATE and freight rail programs effectively by the prudent and cost-effective application of available state and private funding resources.
2. Maintains constructive and productive relationships with railroad companies and organizations, both private and public agencies, within and outside the state of Illinois.
3. Provides effective and timely input to the department's management concerning CREATE and freight railroad service issues.
4. Coordinates rail programs and actions with other appropriate offices of the department.
5. Manages consultants overseeing the project implementation of the CREATE program by reviewing technical reports, environmental documents, rail corridor modelling, project plans, specifications, cost estimates, and construction staging plans and negotiating agreements for rail construction projects.
6. Evaluates and develops staff to maintain a high level of employee morale and work performance.
7. Works with the Deputy Director of Railroads to set priorities and timelines.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.

## **Qualifications**

### **Position Requirements**

- Education/Experience
  - Completion of a bachelor's degree majoring in construction management, business administration, management, public administration, or communication plus six years of progressively responsible managerial experience with rail planning, rail design, rail construction, agreement negotiations, rail programs, or a combination thereof, OR
  - Fourteen years of progressively responsible managerial experience with rail planning, rail design, rail construction, agreement negotiations, rail programs, or a combination thereof
- Three years of supervisory experience
- Valid driver's license
- Occasional statewide travel with overnight stays

### **Position Desirables**

- Experience working with railroad corporations and private companies relating to the CREATE program
- Understanding of rail design criteria, rail project scoping documents, rail project scheduling, rail project cost estimation, risk management, and agreement content
- Experience negotiating agreements with railroad corporations and private companies
- Ability to effectively lead, direct, and manage staff
- Strong oral and written communication skills
- Ability to plan and adapt as priorities and issues change
- Understanding of rail state, federal, and local funding programs and constraints

**Work Hours:** 8:00 A.M. - 4:30 P.M. Monday - Friday

**Work Location:** 69 W. Washington, Ste. 2100 Chicago, IL 60602

**Office:** Office of Intermodal Project Implementation/Bureau of Freight Rail Management

**Agency Contact:** DOT.CONTACTHR@ILLINOIS.GOV

**Job Family:** Transportation; Leadership & Management; Public Safety

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com

- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)